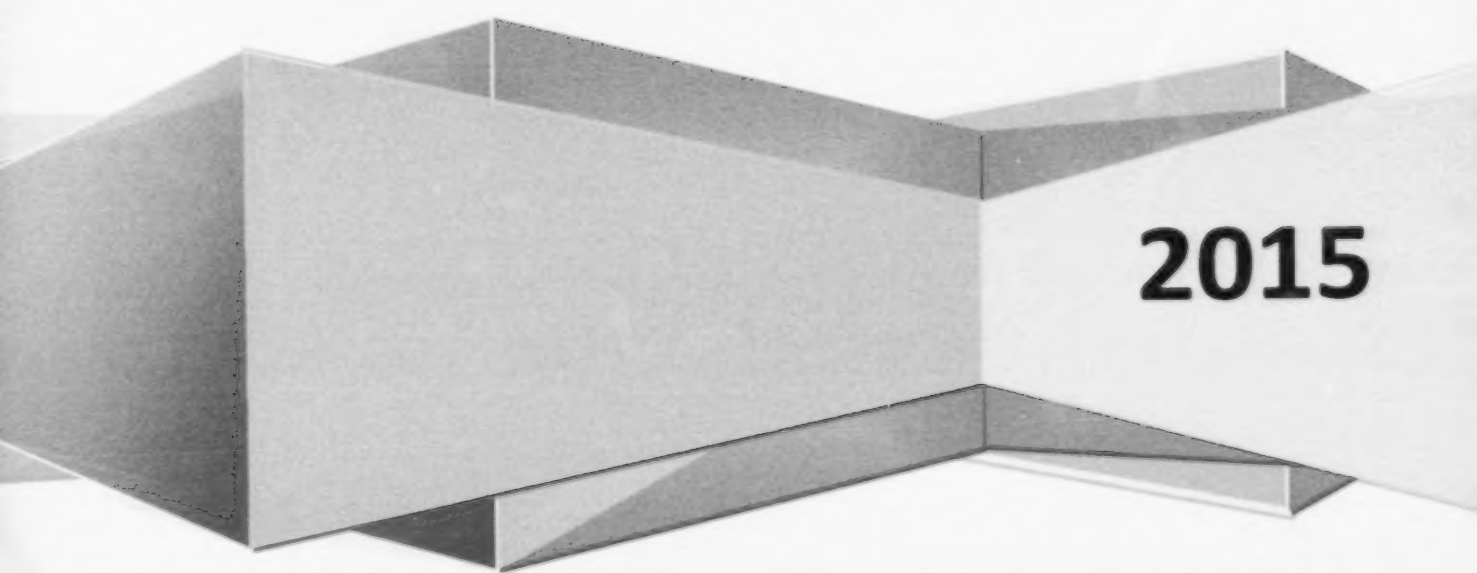


Capital Approval Board Report



2015

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Section I

2015 Capital Approval Board Members

CHAIRPERSON

Donna Stewart
P.O. Box 79
Piney, MB., R0A 1K0

Northern Association of Community Councils (NACC)

President

Reginald Meade, Mayor, Wabowden Community Council
N.A.C.C.
160-117 King Edwards Street East
Winnipeg, MB R3H 0Y3

N.A.C.C. Community Elected Representatives

Northern – Alternate Representative

Hilda Holstorm, Mayor
Pelican Rapids Community Council
General Delivery
Wanipigow, MB R0E 2E0

Eastern – Primary Representative

Bernel Helgason, Mayor
Incorporated Community of Seymourville
P.O. Box 2568
Pelican Rapids, MB R0L 1L0

Western – Primary Representative

Julian Boucher, Councillor
Duck Bay Community Council
P.O. Box 39
Duck Bay, MB R0L 0N0

Aboriginal and Northern Affairs Representatives (ANA)

Northern Region

Armand Barbeau, Director
Jianjun Peng, Manager of TPW
Box 27, 59 Elizabeth Drive
Thompson, MB R8N 1X4

North Central Region

Karen Barker, Director
Albert Sandberg, Manager of TPW
27 Second Avenue
Dauphin, MB R7N 3E5

Section II
Project Assessments – Category I
Legislated
Internally Recommended for 2016/17 Delivery

North Central Region		
Community	Project	Cost
Duck Bay	WDS Design and Contract Management	180,000.00
Seymourville	WTP Construction	2,200,000.00
Seymourville	STP Design and Project Management	300,000.00
Total Recommended Amount		2,680,000.00
Grand Total Recommended Amount		2,680,000.00

Northern Region – there are no new legislated projects to recommend this year.

Section II

Project Assessments - Category II

Maintaining Existing Infrastructure

North Central Region				
2016/17 Project Delivery Year				
Community	Project	Cost	Score	Comments
Baden	Community Hall Upgrades	57,847.33	90	Recommended
Barrows	Administration Building	328,000.00	80	Recommended
Barrows	Community Hall	866,000.00	10	Not recommended
Camperville	WTP Repair	71,393.40	95	Recommended
Matheson Island	Tractor Replacement	83,962.70	65	Recommended with conditions(*1)
Pine Dock	Tractor/Skid Steer	47,605.70	35	Not recommended
Seymourville	Drainage Project	23,347.04	50	Not recommended
Seymourville	WTP Pump Replacement	6,558.16	n/a	Not reviewed (*2)
Total Recommended Amount		541,203.43		

(Refer to minutes, page 9, for specific recommendations on *1 and *2)

Northern Region				
2016/17 Project Delivery Year				
Community	Project	Cost	Score	Comments
Gods Lake Narrows	Replacement Utility Truck	60,476.76	45	Not recommended
Thicket Portage	Cemetery	43,233.24	65	Recommended (*3)
Thicket Portage	Fuel Tank	105,852.69	85	Recommended
Wabowden	Fire Hall Repairs – Ext. and Interior	105,426.57	40	Not recommended
Wabowden	Ball Diamond /Canteen / Picnic Area Upgrade	12,767.61	40	Not recommended
Wabowden	Waste Disposal Site Fencing	71,336.89	45	Not recommended
Cross Lake	8 Sets Breathing Apparatus - Fire	61,963.18	80	Recommended
Cross Lake	Public Works Garage – Phase I	173,940.76	0	Not recommended
Cross Lake	Sewer Lagoon Road	65,033.39	65	Recommended
Norway House	Water & Sewer Main Phase 2 Renewal	2,363,799.94	10	Not recommended
Sherridon	Community Hall Door Replacement	13,509.93	30	Not recommended
Total Recommended Amount		232,849.26		
Grand Total Recommended Amount		774,052.69		

(Refer to minutes, page 9, for specific recommendations on *3)

Section II
Project Assessments – Category III
New Infrastructure

North Central Region				
2016/17 Project Delivery Year				
Community	Project	Cost	Score	Comments
Duck Bay	WTP Backup Generator	377,000.00	95	Recommended
Mallard	Graveyard Site Development	90,061.76	60	Recommended
Waterhen	Tractor with Attachments	131,481.05	0	Not recommended
Pine Dock	WTP Generator	86,425.68	50	Not recommended
Waterhen	Rescue Vehicle	108,679.90	20	Not recommended
Seymourville	Pine Street Subdivision	401,743.63	60	Recommended
Total Recommended Amount		868,805.39		

Northern Region				
2016/17 Project Delivery Year				
Community	Project	Cost	Score	Comments
Thicket Portage	Backhoe/Loader	117,877.25	75	Recommended (*4)
Wabowden	Excavator with Attachments	276,859.72	10	Not recommended
Cross Lake	Equipment for Fire Department	36,547.60	20	Not recommended
Total Recommended Amount		117,877.25		
Grand Total Recommended Amount		986,682.64		

(Refer to minutes, page 9, for specific recommendations on *4)

Section III
Capital Approval Board Minutes
September 22-24, 2015
Best Western Plus Winnipeg Airport Hotel
Winnipeg, MB

1. Meeting called to order at 9:00am. Introductions of Board members and other staff present, including the roles of the regional staff observers and the PPD facilitator.
2. Nedra Anderson of Anokiiwin Training Institute provided a Board Development Workshop that ran through the morning.

Board members were provided training on the roles and responsibilities of Boards and specific roles and responsibilities of the Capital Approval Board members. The training also covered efficient, effective and equitable decision making processes, individual values and building effective teams.

3. Agenda was reviewed. The Board agreed to convene at 8:30 a.m. for the remaining meeting days.
4. The following resource materials were reviewed with the Board:
 - Department's vision, mission and goals.
 - Conflict of Interest and how it pertains to the Board.
 - Capital Program policies which pertained to the Capital Approval Board, funding principles, surplus funding, carry over funding principles and the project assessment form were reviewed including:
 - Capital Program
 - Capital Process Flowchart
 - Project Assessment Form
 - Definition of Municipal Services
 - Guidelines for Community Municipal Infrastructure
 - Vehicle Replacement
 - Vehicle Replacement Guideline
 - LGSP – Replacement of Vehicles
 - Allocation of funds for the Board
 - Recommendation of Continuous Improvements from the 2014 CAB.
 - Review of all Capital Approval Board approved projects from prior years that are outstanding.
5. The Departmental Five-Year Plan was presented by Jianjun Peng.

6. The Board discussed and resolved the following areas pertaining to the process:

- Board members agreed to the majority method on reaching decisions.
- Board members decided that should a project application be from their home community, the member can be present for the project presentation and discussion but must leave the room for the project assessment rating.
- The Board resolved that individual assessment scores would be provided by each member with the majority score being used. It was further resolved should this result in a tie, the members would further discuss the application, provide reasoning on their scores and a second vote be taken. A second tie would result in the applications being set aside and be revisited following the review of the remaining applications.
- Board members resolved to have the Observers (Regional technical staff) only provide input when directly requested.
- Board members agreed to using a scale of 0, 5, 10 & 15 (20, 25 for the final question) for all questions in the "Need" portion of the assessment.
- The Board was advised that projects under 50k could not be funded under the Loan's Act and all project applications below this threshold would be funded through the Department's Minor Capital. The Board's recommendations, for those projects, would be made to the Department. The Board was advised the current vehicle replacements requirement, under LGSP, would also be funded from the same source. The Board was advised the Department will be reviewing the capital program to determine the most effective method in the approvals process regarding these applications.
- The compilation of the Regional application binders and the corresponding poster information were reviewed with the Board.
- Applications receiving 55 out of the available 110 points (50%) or more were recommended to the Minister as per the department accepting the continuous improvements brought forward at the 2014 Board.

7. The Board reviewed and assessed all projects submitted utilizing the project assessment form; as identified in the Section I tables. The Board applied conditions to the following applications:

*1 – Matheson Island – Tractor Replacement: The Board recommends this project with conditions. The community is requested to use the following items towards the purchase of the tractor which would result in a reduced funding request:

- The community sell or trade-in the existing 2006 Kubota 7800 tractor as per policy.
- The community use the full vehicle reserves of \$63,100.00 and not the 44k identified in the application, as per policy.

*2 – Seymourville – WTP Pump Replacement: The Board pulled this project application and requested it be funded by the community or the Regional office with the concurrence of the North Central Region staff present.

*3 – Thicket Portage – Cemetery: Board recommends this project for Departmental consideration and that it be funded through Minor Capital as per Treasury Board direction that all projects under 50k be funded through Minor Capital. This project is not reflected in the regional total or the grand total.

*4 – Thicket Portage – Backhoe/Loader: Board recommends this project (asset) receive full MCA funding as this service does not exist in or near the community.

8. The following processes were brought forward to the Board on the morning of the 24th, for consideration, in an attempt to improve time management without affecting the quality of application reviews and assessments:

- The Board agreed to shorten the lunch break and work till 6 p.m. The Board also agreed to extend the Board sitting into the 25th at the Ellice Avenue office if required.
- The Board agreed the Chair would cast a vote to break ties on those assessments resulting in two consecutive ties.
- Board members agreed to change the responding process to the first portion of the project assessment, Strategic Planning. The Board would be asked to provide the no/yes response by a show of hands rather than individually providing a verbal response.

9. The Board provided the following continuous improvement recommendations for the Department to consider:

- a. That the Department involve the NACC alternates, as observers, at the Regional Screening for training purposes.
- b. That the capital project assessment templates be provided to community councils.

- c. That the Department address the misinformation being provided to the communities regarding applications. Communities are advised they have all of the required criteria for the screening process and they are ultimately screened out – project not moving forward to the CAB.
- d. That regional staff offer their assistance to community councils prior to the first and second intakes.
- e. That the Department use the Community Resource Development Consultant to identify and list all additional funding sources and where to find this information to all community councils.
- f. That the Department make copies of submitted applications available to NACC members.
- g. That NACC's vision, mission and goals are also included in the process overview.
- h. That the following Capital Application's form questions be changed:
 - #9 is changed to allow comment's "as per current MCA funding" and that communities not have to list specific costs.
 - #10 is changed to reflect revenue and not operating costs.
 - #11 is changed to be community specific and not have to identify funding by other agencies.
- i. That the Department review the Project Assessment Form and provide additional clarification and guidance to assist evaluations of applications. The Department provide alternate questions to those areas that do not fit for all types of project applications.
- j. That the Department inform communities if MCA reserve funding items are considered as a prior commitment on the Department's part and to include this information in the application guidelines.
- k. That the Department updates policies, manual, etc. as required reflecting the continuous improvements annually.
- l. That the Department summarize the annual continuous improvement items for easy reference to the Board.
- m. That new Departmental staff be allowed to partake in the Regional Screening and Board meetings as Observers to increase their capacity to better assist communities.

10. The meeting was adjourned at 5:30 on September 24th.

Section IV

Funding Allocation For Funding Purposes

The Capital Approval Board reviews and recommends projects for Categories II & III. The capital allocation, through the Loans Act, is \$3,000,000.00 for both of these Categories. These funds may be approved in either of the categories but can't surpass the total allocation.

Category II – Maintain Existing Infrastructure	\$2,000,000.00
Category III – New Infrastructure	<u>\$1,000,000.00</u>
CAB Total Funds Available	\$3,000,000.00

The allocated funds were identified by ANA management and may vary in future years depending on the analysis of the communities' five year plans.

Section V

2015 CAB Recommended Projects For 2016/17 Delivery

Category I – Legislative

Duck Bay	WDS Design and Contract Management	180.0
Seymourville	WTP Construction	2,200.0
Seymourville	STP Design and Project Management	<u>300.0</u>
	Total Recommended Amount	2,680.0

Note: Category I - Legislative projects are recommended by management and are not reviewed by the Capital Approval Board.

Category II – Maintaining Existing Infrastructure

Baden	Community Hall Upgrades	57.8
Barrows	Administration Building	328.0
Camperville	WTP Repair	71.4
Cross Lake	8 Set Breathing Apparatus – Fire	62.0
Cross Lake	Sewer Lagoon Road	65.0
Matheson Island	Tractor Replacement	84.0 (*1)
Thicket Portage	Fuel Tank	<u>105.9</u>
	Total Recommended Amount	774.1

Category III – New Infrastructure

Duck Bay	WTP Backup Generator	377.0
Mallard	Graveyard Site Development	90.1
Seymourville	Pine Street Subdivision	401.7
Thicket Portage	Backhoe/Loader	<u>117.9 (*4)</u>
	Total Recommended Amount	986.7

Note: Refer to minutes for specific recommendations on *1 and *4

<u>GRAND TOTAL</u>	<u>4,440.8</u>
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